IDAHO COMMISSION FOR LIBRARIES
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FY 2007 STAFF AND TRUSTEE DEVELOPMENT
FOR INDIVIDUALS / GROUP

Name of Applying Library: _____

Library Address: _____ City _____ Zip _____

Project Contact Person (Name and Title): _____

Daytime phone: _____ E-mail: _____

This application is for a project for ☐ an individual ☐ a group

Name of the training or workshop: _____

Location of the training or workshop: _____

Dates of training or workshop: _____

Arrive: _____ Return: _____

☐ I have discussed this project with the CE Consultant. _____
(Consultants name and date discussed)

Budget Summary: Registration _____
Airfare / mileage _____
Lodging _____
Contractual _____
(for group activity)
Total: _____
Total amount applied for: _____
(Refer to page 59 of this guide for minimum, maximum awards and match requirement)

Signature and Certification: We are aware of, and agree to comply with, the federally mandated assurances enumerated in the Civil Rights Certificate and the Suspension Debarment Certificate attached to this document. In addition, we assure that we will comply with all special legal requirements, program requirements, and other administrative requirements approved in accordance with OMB (Office of Management and Budget) Circulars A-87, A-102, A-110, and A-128.

_____
Appropriate Signature   Title   Date

_____
Appropriate Signature   Title   Date

Commission for Libraries Use Only
Approved _____ Date _____

Disapproved _____ Date _____

Staff and Trustee Development for Individuals/Groups
Application Instructions

Submit the following:

- Completed Application form with original signatures *(refer to page 16 of this guide
  to assist you in identifying Appropriate Signatures)*
- Response to the Application Questions
- Attach a brochure or informational materials describing the program to the
  application
- Budget narrative addressed in question 7 (separate sheet of paper)
- Complete Eligibility Checklist, (Appendix A in this guide)
- Civil Rights Certification
- Suspension & Debarment Certification
- Send the application and all attachments to:

Grants Contracts Officer
Idaho Commission for Libraries
325 West State Street
Boise, Idaho 83702-6072

Grant applications must be received by the Commission for Libraries no later than 45
days prior to proposed activity. Grants are made to the library, not to the employee.
These grant awards reimburse a portion of the expenses incurred by the employee's
attendance at the conference.

It is required that the person attending the conference will be paid their normal salary and
benefits for time spent at the conference.

Eligible costs will be reimbursed **up to a maximum of $900** for individuals to **$5,000 for
group** activities. *A group consists of 6 or more staff and/or trustees.*

Basic workshop registration rate – Not to include costs of meals or other costs that are
    not included in the basic registration fee.

Airfare / mileage – Workshop participants are expected to travel at the lowest cost
    possible i.e. coach air transportation, scheduled at least two weeks prior to the
    event, as acceptable for conferences out-side the state to areas other than Spokane
    or Salt Lake City, depending on the location of the participant. Mileage, using the
    State of Idaho mileage chart, will be reimbursed at the current state rate for those
    locations instate or appropriate for the participant to drive. Airport parking and
    transportation to and from the airport are not eligible costs. Contact the
    Continuing Education Consultant if you have questions.

Lodging - Eligible lodging costs are reasonably priced hotel accommodations for each
night
        the participant is in attendance at the conference. Accommodation cost for more
        than one day in advance or following the scheduled dates of the workshop are

ineligible. If driving, accommodation costs to or from the conference are not
eligible expenses.

Reimbursement process:

Once the event has concluded, in order to begin the reimbursement process the applicant
library must submit to the Commission for Libraries the Request for Reimbursement and
LSTA Financial Report forms included in the grant agreement packet. **The applicant
library must also submit the evaluation report described in question 8 below and
respond to the following questions**:

Evaluation Questions:

A. Did your participation in this event meet the expectations identified in your
   application? If so how? If not can you identify why?

B. Briefly describe how you will apply what you have learned from this event in your
   library within the next three months.

For additional instructions refer to Appendix J page 59 in the LSTA Guide.

If you have any questions, please do not hesitate to call the Continuing Education
Consultant at 800-458-3271 (toll-free long distance) or (208) 334-2150.

APPLICATION QUESTIONS: (Attach a sheet with your answers.)

1. Summary: Write a one-paragraph summary explaining what the project intends to do.
   For group projects including more than one library, include the names of all the
   participant libraries.

2. What library or consortium need or needs will be met by this project? (Be as specific
   as possible. Document with references to your long range plan(s) and, if available,
   statistical information.)

3. What are the learning objectives of the project? Tell us as specifically as possible
   what you expect the participant(s) to know after this continuing education experience.
   Contact the CE Consultant if you need assistance in developing measurable learning
   objectives.

4. How will achieving these learning objectives help meet the library or consortium
   need(s)? (How do you plan to use what you have gained to address the need(s)? Does
   this learning activity fit into a larger project that the library or consortium is carrying
   out to meet these needs?)

5. Describe the project as specifically as you can, explaining what you plan to do.
   Attach copies of brochures about the activity. For locally planned group activities,

include the qualifications of the trainer[s].

6. What is your timeline? (Be as specific as possible; when available, include specific dates and times for activities, travel etc. For individual travel include the exact times you expect to leave and return home. For group activities planned by the local library, give exact dates and times when the activities will be held.)

7. Budget Summary. Fill out the Budget Summary part of this Application form. In a narrative tell us where the money will come from and how it will be spent. We need to know specifically the source of the matching funds, and how expenses were figured.

8. How will you evaluate this project? (Tell us the method(s) you will use to determine if you have achieved your learning objectives and if meeting your objectives has helped alleviate your library's needs. **A written evaluation report to the Commission for Libraries will be required**.)